

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 13-20**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT ON  
BEHALF OF THE TOWN OF FOREST HEIGHTS WITH THE TRAINING SOURCE, INC. FOR  
TRAINING OF PUBLIC WORKS DEPARTMENT PERSONNEL**

Introduced by: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town Council has authority to approve contracts and procurement pursuant to the Town Charter, Section 33-63, and Town Code, Section 20.4; and

WHEREAS, Town Code Section 20.4 (6) provides for sole-source procurement without competitive selection under certain circumstances and;

WHEREAS, The Mayor and Town Administrator, in response to certain employee complaints, as well as related and unrelated needs that have been identified, feel that workplace relationship training within the Department of Public Works would improve the relationships between members of the staff and provide a more enjoyable Department work environment overall and;

WHEREAS, in the past, the Town has utilized The Training Source to conduct a Staff Retreat that included valuable personnel and other workplace related training to the employees and Town Councilmembers in 2018 and;

WHEREAS, by all accounts, the Retreat training was very beneficial to Town staff and members of the Town Council and provided valuable insight into professional workplace relationships, conduct and expectations and;

WHEREAS, consequently, The Training Source has developed an understanding of and sensitivity towards the Town's personnel needs and, has submitted a training proposal, contract and agenda to address the issues understood to exist within the Department of Public Works and;

WHEREAS, the Town desires to enter into the attached proposal/contract with The Training Source in the amount of \$1,600.00 to provide the aforementioned training for the Department of Public Works referred to as Exhibit A.

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of Forest Heights, Maryland hereby authorizes and approves the Mayor to enter into the attached proposal/contract with The Training Source for the total amount of \$1,600.00

AND, BE IT FURTHER RESOLVED, that consideration for the above contract shall be appropriated and paid for from Line Item 7242 of the FY 2020 Budget.

AND, BE IT FURTHER RESOLVED that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute the described contract and any other related instrument or document necessary to carry out the intent of this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon passage.

PASSED this 18th day of March 2020.

The Town of Forest Heights  
Resolution 13-20  
Page 1

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 13-20**

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ATTEST:

THE MAYOR AND COUNCIL OF THE TOWN OF  
FOREST HEIGHTS

**SIGNATURE ON FILE**

By: **SIGNATURE ON FILE**

Sherletta B. Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

By: **SIGNATURE ON FILE**  
Calvin Washington, Council President

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

YEA

KENNEDY II

YEA

NOBLE

YEA

BARNES

YEA

HINES

YEA

WASHINGTON

YEA

ATKINSON

YEA

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of March with 7 Aye votes and 0 Nay, constituting a majority of at least four (4) affirmative votes, the aforesaid Resolution 18th passed.

**SIGNATURE ON FILE**

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

[Exhibit A- The Training Source Proposal]